

Training Program Planner

Make sure that all of the 'administrative' details of producing a training program are attended to, so that you can ensure a smooth delivery and rave reviews!

Eight Weeks Before the Program

Plan for the event:

- Selected program site/reserve
- Identify room set up
- Order audiovisual equipment (screens, projectors, etc.)
- Order refreshments/lunch
- Choose presenter

Develop a training announcements and marketing:

- Identified benefits and outcomes, not just content
- Included a high-level outline of subjects covered
- Use testimonials. if available, from previous classes
- Bullet "take home" results
- Include prerequisites
- Detail registration process

Six Weeks Before the Program

Begin marketing:

- Send email invitation to trainees
- Send email announcement to managers of invited trainees
- Post announcements via company message vehicles such as bulletin boards and the intranet

Six Weeks to One Week Before the Program

- Begin accepting and logging registrations
- Acknowledge registrations and include: title of training, date and time of training, what the trainees should bring with them, parking arrangements, meal arrangements, overnight accommodations if necessary
- Order workshop materials to be printed and delivered

One to Three Days Before the Program

- Telephone or email all trainees to remind them of the training
- Send managers of the trainees a reminder that their people will be away, attending training
- Confirm all reservations including room/room set up, audiovisual, and food
- Gather materials that will be needed today the workshop, including:
 - name badges or tent cards, attendance list/sign in sheet, evaluation forms, course materials such as leader guide, workbooks and handouts, certificates of completion, and meeting site contact information in case arrangements are not as you expected

The Day of the Program

- Arrive early to attend to last-minute arrangements
- Check room set up and refreshments
- Test all equipment
- Place participant materials at each seat
- Set up registration slashed signing table

Adapted from Jean Barbazette's The Trainer's Support Handbook: A Guide to Managing the Administrative Details of Training, McGraw-Hill, 2001.